

**CITY OF MONROE  
CIVIL SERVICE COMMISSION  
MINUTES OF WEDNESDAY, December 10, 2014**



Minutes of the Civil Service Commission Meeting held on Wednesday, December 10, 2014 at 8:30 a.m. in the Third Floor Conference Room at Monroe City Hall.

**PRESENT:** President Vittoe and Commissioners Crutchfield and Roberts.

**EXCUSED:**

<b>OTHERS PRESENT:</b> Michelle LaVoy, Clerk-Treasurer	Michael Foley, Vice President, Firefighter
Peggy Howard, H.R. Director	Robert Wight, Fire Chief
Tom Ford, President, Firefighter	Lt. Greg Morgel, Monroe Police Department
Selma Rankins, Citizen	Jim Greene, Labor Attorney, Dykema Gossett
Scott Smiley, Firefighter	Tom Moore, Public Safety Director/Police Chief

The meeting was called to order by Commissioner Vittoe at 8:29 a.m.

President Vittoe noted that Mr. Selma Rankins requested the Public Comments be heard before the approval of minutes. Selma spoke to Commissioners about the lack of diversity in the Police and Fire Departments. He said that he would like to see that changed sooner rather than later.

Peggy Howard, Director of Human Resources addressed Mr. Rankins concerns by explaining the process that staff takes while searching for applicants.

Rob Wight, Fire Chief said he spoke with Manuel Hoskins, Retired Fire Chief about the possibility of a mentor program in the school system to bring awareness to students about police and fire career programs.

**Approval of Minutes**

It was moved by Commissioner Crutchfield and supported by Commissioner Roberts to approve the minutes of the Civil Service Meeting held on Wednesday, September 10, 2014 and Friday, November 7, 2014.

Ayes: 3 Nays: 0

Motion carried.

**New Business**

**A. Discussion from the Fire Chief regarding the “New Hire Process”**

Rob Wight, Fire Chief explained that the current 2 year eligibility list for new hires has been exhausted. He said there were six (6) names on the list, three (3) were disqualified, two (2) were hired and one (1) is still

going through the hiring process which seems to take some time. He expressed the importance of keeping a 2 year list current at all times. He said he doesn't know if a two (2) year list needs to be maintained but if it takes this long to hire someone, he would like to maintain a two (2) year list at all times. He commented about the qualifications that are listed for the open positions and said that some are requirements and some are not and said some look like they are mandatory but are not. He made suggestions about how to maintain a pool of candidates. He spoke about how to get the word out to prospective candidates and would also like to see a 90 day posting in the paper or on different municipality's websites right away. He also commented about the different testing facilities.

Jim Greene, Labor Attorney suggested that there be more internal discussion and subsequently meet with the Commission for discussion.

Commissioner Crutchfield said that he thinks the Commission should follow the advice of the recommendation of Jim Green, Labor Attorney.

### **Correspondence**

#### **A. 2015 Meeting Schedule.**

It was moved by Commissioner Roberts and seconded by Commissioner Crutchfield to approve the 2015 Civil Service Meeting List with the amendment of the March 11 meeting date, to be held on February 18.

Ayes: 3 Nays: 0

Motion carried.

#### **B. Letter of Understanding received from Peggy Howard Director of Human Resources.**

It was moved by Commissioner Crutchfield and seconded by Commissioner Roberts to accept the memo dated 12-9-14 received from Peggy Howard and that the "Letter of Understanding" regarding the Police Chief Vacancy be received and placed on file.

Ayes: 3 Nays: 0

Motion carried.

### **Public Comments**

Tom Ford, Firefighter President asked about bringing a policy regarding the way to start a grievance. Peggy Howard stated that she will follow up with Tom Ready City Attorney and bring back to the Commission.

With no other business before the Commission, it was moved by Commissioner Crutchfield and supported by Commissioner Roberts to adjourn the meeting at 9:23 a.m.

Ayes: 3 Nays: 0

**Motion carried.**

Michelle J. LaVoy  
Civil Service Secretary  
February 13, 2015